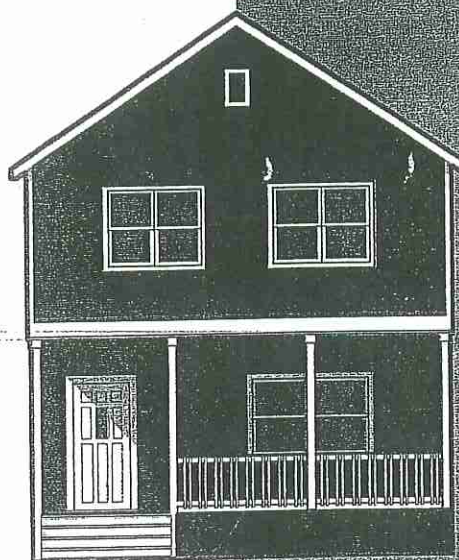


Richmond Infill Housing Program



POLICIES & PROCEDURES GUIDE



[Cover: Title, photos/illustration, to be designed by text designer]

Infill Housing Initiative

Manual

Infill Housing Initiative Manual

Process and Procedures

ACKNOWLEDGEMENTS

The Infill Housing Initiative (IHI) is a product of a partnership between government, community groups, private and nonprofit agencies. By working together, this unique and innovative program will be a benchmark for the developing quality infill housing.

Wells Fargo

The City of Richmond acknowledges Wells Fargo Bank and Ms. Brenda Wright, Senior Vice President and regional manager, Community Development, as the catalyst for the start of the Infill Housing Initiative. With Wells Fargo's encouragement and initial contribution, the City's Housing and Community Development (HCD) created a program to provide quality affordable housing for homebuyers.

The City also acknowledges Wells Fargo vice president Lee E. Winslett and the bank's CRA Investments group for their assistance in funding the Infill Housing Initiative.

Home Depot and Expo Design Center

The City of Richmond acknowledges Home Depot and Expo Design Center staffs for their assistance in working with the architects in the IHI to develop the specification materials selected for the homes in the Pattern Book.

PUBLIC OFFICIALS AND COMMISSIONS

Richmond City Council

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Reverend Charles Belcher, Councilmember
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Community Housing Development Corporation of North Richmond
Iron Triangle Neighborhood Council
North Richmond Homeowners Association
Richmond Neighborhood Housing Services
Santa Fe Neighborhood Council

Santa Fe Community Volunteers: Peggy E. Gillispie, Cynthia Haden Lillie Hagans, Vivi-An Hammons, Rhonda Harris, Jerrold Hatchett, Linda Jackson, Dewanda Joseph, Jo Mallory, Renisia Matthews, Ruby Parkam, Jewell Sykes, Alvin White

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Wes Ogawa, Principal

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Marcia Vallier, Principal; **Staff:** Brian Gaitan, Jessica Getz, Carmen Erasmus, Aimee Ruskewicz, Michelle Scholz

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I. INTRODUCTION

The City of Richmond's Community & Economic Development Department Housing & Community Development Division (HCD) has launched the Richmond In-Fill Housing Initiative (IHI) to develop new homes on 400-500 scattered vacant lots and abandoned properties in developed Richmond neighborhoods, including North Richmond, Iron Triangle, and Santa Fe. By encouraging vacant lot owners to develop their properties, the program serves as a catalyst for transforming over-grown, debris-collecting parcels into affordable single-family homes. The IHI homes will be available for sale to first-time homebuyers with annual incomes between 65% (\$49,790, 2/04) and 100% (\$76,600, 2/04) of Area Median Income for a family of four. These amounts will be updated annually based on HCD median income adjustments. Check the City's website for updates. (<http://www.ci.richmond.ca.us>)

The IHI aims to achieve several Richmond community goals. They are to eliminate vacant and blighted lots, to improve the quality of homes built throughout the community with attractive, single-family home designs, to provide home ownership opportunities for low and moderate-income homebuyers, and to implement an expedited approval process to decrease the time to obtain entitlements and reduce costs of development.

The remainder of this manual covers the following topics:

- ❖ **How the Program Works**
- ❖ **Single-Family House and Landscape Design Guide**
- ❖ **Eligible Properties and Neighborhoods**
- ❖ **Frequently Asked Questions**
- ❖ **The Infill Housing Initiative Approval Process**
- ❖ **What Other Service Connections Will I Have to Obtain**
- ❖ **Infill Housing Initiative Contact Information**
- ❖ **The City of Richmond Housing and Community Development Division**

II. HOW THE PROGRAM WORKS

The IHI features an expedited City approval and permitting process and reduced Plan Check fee in order to diminish the time and costs required to improve the vacant lots. An owner/developer who decides to take advantage of the program will select a pre-approved design from the *Single-Family House and Landscape Design Guide* (the "Design Guide") that fits his or her lot. For final approval of a Building Permit, owner/developers will have to obtain a site survey placing the selected design on the parcel. The survey must illustrate the home on the parcel, all setbacks, and utility locations.

Another feature of the program is the requirement that the homes are to be landscaped, and incorporate an irrigation system. The landscape design guideline provides illustrations of plants, flowers, ground cover, irrigation systems, and fencing specifically selected for the Infill Program.

Owner/developers must landscape front yards in accordance with the hardscape and landscape plan that matches their home design and lot size. Landscape installations

must comply with City of Richmond zoning ordinances, relevant sections of which are included under Frequently Asked Questions.

The Housing Community Development Division engaged three architectural firms to prepare single-family home designs that would enhance the surrounding neighborhoods and incorporate good urban design concepts such as those articulated by the "New Urbanists." The homes were designed to reduce development costs and increase options for future expansion while ensuring high quality design, materials, and workmanship.

III. SINGLE-FAMILY HOUSE AND LANDSCAPE DESIGN GUIDE

The Design Guide consists of single-family house construction documents and landscape designs that are ideal for 25' x 100', 37.5' x 100', and 50' x 100' lots, which are the focus of the program. There are no single-family home designs for corner lots at this time. The number of designs may be updated from time to time.

Lot Size	# House Designs	# Landscape Plans
25'	2	2
37.5'	5	2
50'	1	3

The IHI designs are pre-approved by the Design Review Board (DRB) and Planning Departments. The Design Guide includes construction documents, specifications, and a comprehensive materials list, which are also pre-approved by the Building Department.

For each design, the Design Guide provides a 3-D illustration of the home with recommended landscaping options, elevations of the 1st and 2nd floors, and a site plan that displays the appropriate landscaping. The elevations also illustrate areas that can be expanded to include additional bedrooms or bathrooms¹.

In order to obtain Infill Housing Initiative designs and construction documents, an Owner/Developer must read and sign an AGREEMENT REGARDING CONSTRUCTION DOCUMENTS AND MATERIAL LIST (see Exhibit E), which acknowledges that the designs are only to be used as intended, for single-family construction in Richmond, CA, and indemnifies the City from any liabilities arising from the use of the documents by the Owner/Developer.

III. A. July 1, 2004 to June 30, 2005 The Design Guide construction documents are available to developers of Infill parcels in Target Areas (North Richmond, Santa Fe, Iron Triangle) at **only the printing cost of the construction documents** during the first program year. In the first program year, developers of Infill parcels outside the Target Areas may obtain the Design Guide for printing costs plus a \$5,000 design fee (which the City will rebate to developers selling houses to low- or moderate-income buyers or who are income-eligible and occupy the houses themselves).

¹ Plans have been approved based on the non-expanded square footage and they were designed for raised foundations. Owner/developers who elect to utilize the expansion options or another foundation option will need to obtain a building permit including Design Review Board approval for the development of the expanded space and additional plan check for the foundation alternative.

In the first program year, the Planning Department and Building Department Plan Check application processing fees for all Infill projects using the Design Guide designs are \$350 and twenty-five percent of the standard plan check fee for all developers whether developing in or out of the target neighborhoods. **All costs of any modifications of the plans and the plan check fees to approve those modifications must be borne by the developer.**

III. B After June 30, 2005 Developers building Infill design homes within the Target Areas will have their Building Department Plan Check Fee reduced to twenty-five percent of the standard plan check fee and Planning Department application processing fees will be \$350 (subject to future adjustment). Developers outside Target Areas will be subject to standard Planning & Plan Check fees. Regardless of location, after the first program year developers will pay reproduction costs for construction documents plus a design fee. However, the City will rebate the cost of the design fee in escrow conditional upon verification that the buyer is a low or moderate-income homebuyer.

III. C. Summary The table below summarizes these fees:

		7/04-6/05		7/05-on	
		<u>Planning & Plan Check Fees</u>	<u>Construction Documents</u>	<u>Planning & Plan Check Fees</u>	<u>Construction Documents</u>
<u>In Target Areas</u>	Bought by low/moderate income owner	\$350 Planning application fee; ¼ of standard Plan Check fee	Cost to Duplicate	\$350* Planning application fee; ¼ of standard Plan Check fee	Cost to Duplicate \$3,500 Design fee* (rebated upon sale)
	Sold at market rate	\$350 Planning application fee; ¼ of standard Plan Check fee	Cost to Duplicate	\$350* Planning application fee; ¼ of standard Plan Check fee	Cost to Duplicate; \$3,500 Design fee*
<u>Outside of Target Areas</u>	Bought by low/moderate income owner	\$350 Planning application fee; ¼ of standard Plan Check fee	Cost to Duplicate	Full Planning & Plan Check Fees	Cost to Duplicate; \$5,000 Design fee* (rebated upon sale)
	Sold at market rate	\$350 Planning application fee; ¼ of standard Plan Check fee	Cost to Duplicate	Full Planning & Plan Check Fees	Cost to Duplicate; \$5,000 Design fee*

* Design and Planning application fees may be adjusted annually.

For the current fees for all services regarding the IHI, please check (<http://www.ci.richmond.ca.us>).

IV. ELIGIBLE PROPERTIES AND NEIGHBORHOODS

The IHI targets lots in the neighborhoods of North Richmond, Iron Triangle, and Santa Fe that are vacant and no more than 5,000 square feet. Eligible lots must have no more than a 5% slope. To participate in the program, property owners with lots having a greater elevation change must obtain additional engineering for adequate foundation design. A list of vacant parcels may be obtained from the City of Richmond's HCD, located at 1401 Marina Way South.

The HCD is also compiling a list of City-owned properties that will be made available for residential development. These properties will be packaged to be attractive to large and small developers. A method of distribution will be determined and it is expected that the properties will be available during the latter half of 2004. Interested developers can respond to the offering when issued.

Pre-approved IHI designs can be used outside of the target communities as shown in the Exhibit D attached to this manual. The zoning ordinance changes that allow the development of substandard lots are applicable City-wide. Please see Section III, above, for costs to obtain Design Guide construction documents.

V. FREQUENTLY ASKED QUESTIONS

1. Who are eligible owner/developers?
2. Do zoning restrictions limit development of these lots?
3. How much time and money will I save?
4. Are local vendors participating to reduce costs?
5. Can the City help me select a contractor?
6. Can I use my own home design?
7. Can I use a manufactured housing product?
8. Can the City help home buyers qualify for financing?
9. What other service connections will I have to obtain?

1. Who are eligible owner/developers?

Eligible owner/developers are those who own or control a developable single-family lot, and are willing to build a home within the IHI guidelines. Developers must provide information regarding homes constructed through this program to the Community Housing Development Corporation of North Richmond (CHDC), and Richmond Neighborhood Housing Services (RNHS). This information will be marketed to a pool of pre-approved buyers. Additionally, they will sell the completed home to a low- or moderate-income buyer (income no greater than 100% of Area Median Income) or occupy it themselves if they qualify.

Developers can use the single-family house plans and landscape design guide and not participate in the IHI. Developers choosing not to participate will be required to pay full plan checking fees, as described in Sections III A and B above.

2. Do zoning restrictions limit development of these lots?

For the IHI, a number of zoning ordinance changes were approved to allow construction of the houses illustrated in the Design Guide. Those changes include:

- Allowing tandem parking on minimum 20-ft. deep driveways

- Reducing rear yard setbacks for lots less than 3,000 sq. ft. from 25% to 20% of the lot depth
- Reducing minimum interior yard space from 25% to 20% of lot area
- Allowing covered porches to encroach a maximum of 6 ft. into required front yard
- Allowing accessory structure on lots less than 40-ft. wide to be built to property lines

3. How much time and money will I save?

The IHI is intended to produce quality homes while minimizing fees and permit approval time. It features an expedited City approval and permitting process, and reduced plan check fees.

The time it takes to obtain building entitlements and the related fees vary by project. Nevertheless, based on conversations with local developers, a reasonable estimate under normal circumstances is 4-6 months to obtain the approvals necessary to build a single-family home in Richmond. The IHI reduces this processing time to as little as approximately three weeks, with an average savings of approximately four to five months if a variance is not required.

If a developer obtains construction documents from a design consultant or a licensed architect, the costs can range from approximately \$4,000 to as much as 10% of the total construction cost of the completed home. Homes constructed under this program may cost from a low of \$275,000 to a high of approximately \$330,000. At 10% of cost, building plans might cost as much as \$33,000, with an average cost of \$8,000. Under the IHI, construction documents will be made available at reduced cost for the first program year, and at a modest cost thereafter (see Section IIIC, above, for details on the cost of construction documents).

In a typical scenario based on a home of 1,500 square feet, a developer taking advantage of the program would save approximately three months payment on a construction loan, as well as architectural and permit fees. For example, using a borrower with minimum experience and reasonable credit, HCD estimates an annual 9.5% interest rate on a \$240,000 loan for three months. Interest for three months would be approximately \$5,600 $.095 \div 12 \times \$240,000 \times 3$). Overall savings are as follows:

Construction loan interest	\$5,600
Architectural and engineering plans	\$8,000
Building permit fees	\$ 513
Planning fees	\$1,650
Cost savings to IHI participant	\$15,763

4. Are local vendors participating to reduce costs?

To save time, simplify the selection of building materials, and reduce construction costs, agency staff, along with the project architects, worked with THE HOME DEPOT and EXPO Design Center to create a package of high-quality interior and exterior materials for each home design. The materials selected represent minimum quality standards

(MQS) and are consistent with the IHI goal of developing quality housing units. The materials were not selected from the high or low end of the quality range but toward the middle with a focus on quality, attractiveness, and durability.

After selecting a home design, owner/developers may present their selection to the PRO DESK at the El Cerrito Home Depot at 11939 San Pablo Avenue in El Cerrito, contact the Pro Desk Supervisor, or Emeryville Expo Design Center located at 1555 40th Street, contact the Trade Services Mgr. or the Office Coordinator.

Owner/developers will receive a complete package of materials, the Home Depot and Expo Design Center will ship for free all materials ordered over \$1,000. Kelly-Moore paint, listed in the vendor section, is offering to sell their products at up to a 35% discount. See the manager and state that you are a participant in the IHI.

Program participants are not required to purchase materials from any program vendor. You may select a vendor of your choice.

5. Can the City help me to select a contractor?

For those owner/developers who do not have access to a licensed contractor, the HCD Rehabilitation Program will provide a list of contractors upon request. Owner/developers may contact any contractor from the list, provide a full set of construction documents and request a bid. As Infill Housing Initiative participants develop homes, staff will gather as much information as possible regarding construction costs to share with future developers. The City does not guarantee any bids.

6. Can I use my own home design?

Owner/developers who use their own designs or that choose to modify the Design Guide designs will not receive the benefits of the expedited approval process and reduced fees. For example, the first owner/developers deciding to immediately build the expansion area available with some of the designs will have to pay for the additional architectural work to draw the completed area, apply for a Building Permit, pay the fee, and resubmit to the DRB for approval. Also, owner/developers may choose to modify their foundation to a slab on grade. All original and modified designs approved for use in the City of Richmond belong to the City of Richmond. The City may choose to add modified designs incorporating the expansion area or revised foundations to the Pattern Book and make them available to subsequent program participants.

7. Can I use a manufactured housing product?

The uses of manufactured or prefabricated housing systems are allowable in the IHI. The system selected must meet the design standards and MQS established by the program. Owner/developers using off-site built home products will have to present their design to the DRB, Planning and Building and be subject to the time it takes to obtain approvals. Owner/developers who choose manufactured home designs that are consistent with the IHI designs may have an easier approval process.

8. Can the City help home buyers qualify for financing?

The agency has provided funding to Community Housing Development Corporation of North Richmond (CHDC) to help low- and moderate-income first-time home buyers obtain financing to purchase completed IHI properties. Homebuyers who have lived or worked in the City of Richmond for the past three years will have preference for home-buyer subsidies. Those preference criteria will be considered when multiple buyers submit bids for homes.

9. What Other Service Connections Will I Have to Obtain?

In addition to the previous itemized fees, the developer will have to pay fees and make connection arrangements for the following services. Building permits are not contingent upon these fees being paid. The fees include:

- ❖ Fire Hydrant – Fire Marshall will review distance from the nearest hydrant. It will determine if there is a hydrant within the appropriate distance to the new residence. The fee for this inspection is \$141.00.
- ❖ Cable TV – set-up service connection (optional)
- ❖ Telephone – set-up service connection (optional)

VI. THE IHI APPROVAL PROCESS

The diagram attached in Exhibit H to this manual illustrates the main steps in the IHI approval process. The first step for the owner/developer is to review the Single Family House Plans, Policies and Procedures, and Landscape Design Guide available from the City's website (<http://www.ci.richmond.ca.us>). A hard copy of the Design Guide is available for a nominal fee at Planning. Specific departments web addresses can be found in Section VII. Potential owner/developers should determine their eligibility, select a design appropriate for their lot size, and landscape plan.

Eligible developers should obtain the following information to complete their submission package from::

- Land Use and Substandard Lot Application (see Exhibit A) (Intake)
- Agreement Regarding Construction (Disclaimer), see Exhibit E)
- Participant Acknowledgement (see Exhibit F)
- Complete set of Construction Documents and Specifications
- Siding selection
- Color selections (roof and siding)
- Landscape and Fence Plan located in Landscape Guide
- Building Permit Application available from Planning, or Building Departments
- Electrical Application available from Planning or Building Department
- Plumbing and Mechanical Application available from Planning or Building Department

For lots of less than 50 ft. in width or less than 5000 sq. ft., developers will have to obtain a Chain of Title report through a title company demonstrating that said property has

been recorded under separate ownership from all adjacent lots continually since January 31, 1949. A letter from a title company making the exact statement will suffice for this submittal. Owners that cannot demonstrate separate ownership will have to apply for a Substandard Lot Variance and complete a Variance Justification Statement (see Exhibit G) and pay an additional \$500 Variance application fee. Variance requests will be presented to the Planning Commission for approval.

After a lot has been found suitable for development, the developer must obtain a site plan survey from a licensed surveyor. The survey must show the location of the proposed development, set backs, and the water, sewer, and fire hydrant service to the lot. An example of a site plan survey with drainage and grading plan (see Exhibit B) is attached in the appendix to this Manual.

The developer will submit to the Planning Department the following
(Applicants please check the City of Richmond's website for changes in submission requirements):

- One complete set of construction documents (will provide at developer's cost)
- One reduced set 11" X 17" of the Construction Documents Sections A1, A2, A3
- One 24" X 36" of Section A2 of construction documents
- A completed Land Use (Substandard Lot Variance if required) Application
- One 11" X 17" site plan surveys with drainage, and erosion plan stamped and signed by Surveyor
- Four 24" X 36" site plan surveys with drainage, and erosion plan stamped and signed by Surveyor
- Photos of the development site and contiguous lots on both sides
- Color selection for roofing and siding
- Siding material (Hardee Board, Stucco)
- Landscape Plan, fencing and irrigation plan selections
- For lots less than 50 ft. in width or of less than 5,000 sq. ft. in total area, applicants must provide a Chain of Title or a letter from a title company stating said property has been recorded under separate ownership from all adjacent lots continually since January 31, 1949. Applicants that cannot demonstrate separate ownership will have to apply for a Substandard Lot Variance and complete a Variance Justification Statement, and pay additional \$500 variance application fee.
- Building Permit Application
- Electrical Application
- Plumbing and Mechanical Application
- \$350 Zoning Administration application fee

Planning staff will process and approve complete applications. After the application is approved by the Zoning Administrator, residents within 300 feet of the development site and the local Neighborhood Council are notified of the project approval and a 10-day protest period starts within which an appeal can be made to the development approval.

If an appeal is filed, the Zoning Administrator will set up a hearing and review the appeal and determine its merits. The Zoning Administrator may approve, modify or deny the appeal. There will be a new 10-day appeal period. Any appeal from the Zoning Administrator's decision will be heard by the Design Review Board.

The Planning Department will forward to the Building Department the following:

- One set of full construction documents approved and stamped
- Three copies of the site plan survey, with drainage, and erosion plan approved and stamped by Planning Department
- Building Permit application completed by applicant
- Electrical Permit application completed by applicant
- Plumbing and Mechanical application completed by applicant

The Building Department will review the submittals and forward them to other agencies for further review and approval before approving a Building Permit application. In order for the application to be completed, the developer must pay any applicable local permit fees and plan check fees for Infill projects, as outlined in Section III above, and standard fees to the West Contra Costa County Unified School District and the West County Wastewater District Sanitary Department if your project is located in their jurisdiction. At the end of the zoning appeal period, the Building Permit application will be signed and stamped indicating final approval.

When owner/developers feel assured that their project will be approved they should obtain an application from PGE for a Temporary Power Pole and permanent connect of gas and electric service. PGE may have as much as a six-month backlog to provide permanent service to a new address. Temporary service will take approximately 7 to 10 days. The PGE time frame is so long because the process includes:

- Design
- Engineering
- Fee Collection
- Construction

The HCD staff is working with PGE to provide quicker service on IHI sites if possible.

Where possible, the location of the temporary power pole and the permanent connection should be the same. If these locations are the same, the developer will save time. Owner/developers when siting their home should be aware of the location of existing power poles. If the poles block the placement of the home or driveway, they will need to be moved at the owner's expense.

Owner/developers need to apply to East Bay Municipal Utility District (EBMUD) for new water service. Specific lots may have had a previous service which will save the developer time and potentially provide a cost savings. Owner/developers should acquire and fill out an application making EBMUD aware of the need for service and obtaining a cost estimate for service connection.

VII. INFILL HOUSING INITIATIVE CONTACT INFORMATION

ARCHITECTS – DESIGN GUIDE

Infill Housing Lead Architect -Fox Design Group (510) 235-3369
 116 Washington Avenue, Suite D www.foxdesigngroup.com
 Pt. Richmond, CA 94801

Architectural Concepts

1029 Solano Avenue, Suite D
Albany, CA 94706-1431
Ph: (510) 525-9630
<http://www.architecturalconcepts.com/>

Gerson/Overstreet Architect

5628 Martin Luther King, Jr. Way
Oakland, CA 94609
Ph: (510) 420-8467

Jeanne M. Chiang, Architect

499 Embarcadero, Bldg. 9-A

DESIGNERS AND ART DIRECTORS**Brand Design**

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sbrand@brand-design.com
www.brand-design.com

Oakland, CA 94606

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Berkeley, CA 94703
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Fax: (510) 428-0324
office@gabelenergy.com

Wes Ogawa Associates

Structural Engineer
1504 Franklin Street, Ste. 310
Oakland, CA 94612
Ph: (510) 763-0888

VENDORS

baytruss

181 Brookside Drive
Richmond, CA 94801
Ph: (800) 676-2525
www.baytruss.com

Blueprint Express

4903 Central Ave.
Richmond, CA 94804
Ph: (510) 559-8299

Comcast Cable

2900 Technology Court
Richmond, California 94806
Ph: (510) 243-3019
Fax: (510) 243-1286
Contact: Tommy Lehman

Expo Design Center

1555 40th Street
Oakland, CA 94608
Ph: (510) 450-3300, 2066
Fax: (510) 450-3300, 2065
http://www.expo.com/prex85/EXUS/ENUS/pg_index.jsp

Kelly-Moore Paints

14500 San Pablo Avenue
San Pablo, CA 94806
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1401 Marina Way South
Richmond, CA 94804
Ph: (510) 620-6868
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**Community and Economic
Development Department**

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Fax: (510) 307-8149
<http://www.ci.richmond.ca.us/~CED/>

East Bay Municipal Utilities District

New Business Office
375 11th Street

www.kellymoore.com

Pacific Bell

2600 Camino Ramon, Room 2N200T
San Ramon, CA 94583
Ph: (925) 823-7176
Fax: (925) 867-1069

Richmond Blueprint

2558 MacDonald Ave
Richmond, CA 94804
Ph: (510) 234-2632

The Home Depot

11939 San Pablo Avenue
El Cerrito, CA 94530
Ph: (510) 235-0800
www.homedepot.com

Mack5

640 Third Street
Oakland, CA 94606
Ph: (510) 302-6787
www.mack5.com

FEHR & PEERS

3685 Mt. Diablo Blvd., Suite 301
Lafayette, CA 94549
Ph: (925) 284-3200

Oakland, CA 94607-4240

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WWW.EBM.com

PGE

1100 S. 27th Street
Richmond, CA 94804
Ph: (510) 231-2852
<http://www.pge.com/>

Planning Department

1401 Marina Way South
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Fax: (510) 620-6858
<http://www.ci.richmond.ca.us/~planning>

**West Contra Costa Unified School
District**

1300 Potrero Avenue
Richmond, CA 94804
Ph: (510) 412-4364

West County Wastewater District

2910 Hilltop Drive
Richmond, CA 94806
Ph: (510) 222-6700
Fax: (510) 222-3277
www.wc wd.org

NONPROFIT AGENCIES

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Corporation of North Richmond**

1535A Third Street
Richmond, CA 94801
Ph: (510) 412-9290
<http://www.chdcnr.com/>

Richmond Neighborhood Housing Services

2320 Cutting Blvd.
Richmond, CA 94804
Ph: (510) 237-6459

VIII. THE CITY OF RICHMOND HOUSING & COMMUNITY DEVELOPMENT DIVISION

The goal of the Housing and Community Development Division is the development of sound, viable neighborhoods within the City of Richmond. The division accomplishes this by partnering with neighborhood residents and community groups to:

- Improve existing housing conditions
- Develop new affordable housing
- Assist homeless and disabled individuals in obtaining housing
- Expand economic opportunities in business and employment for low-and moderate-income residents

The Department plans, manages and operates the Redevelopment Low and Moderate Income Housing Fund (LMHF), Community Development Block Grant (CDBG), HOME Investment Partnership program (HOME), Inclusionary Housing In Lieu Payment Fund and other related housing and community development programs.

If you are interested in getting more information about current and upcoming affordable housing construction projects, please contact: Community Housing Development Corporation of North Richmond (CHDC) at (510) 412-9290 or Richmond Neighborhood Housing Services (RNHS) at (510) 237-6549

APPENDIXES

Exhibit A	Land Use and Substandard Lot Variance Application
Exhibit B	Site Survey and Drainage and Grading Plan Illustration
Exhibit C	Infill Housing Initiative Approval Process
Exhibit D	Target Neighborhood Site Map
Exhibit E	Agreement Regarding Construction (Disclaimer)
Exhibit F	Participant Acknowledgement
Exhibit G	Variance Justification Statement



INFILL HOUSING INITIATIVE Land-Use Application

City of Richmond Planning Department EXHIBIT A

1401 Marina Way South, Richmond, CA. 94804 | Ph. (510) 620-6706 | Fax. (510) 620-6858 | Web: www.ci.richmond.ca.us/~planning/

Application Information (Applicant)

Address or Location: (Please include full address)	General Plan District:
	Zoning District:
Assessor's Parcel Number(s):	Specific Plan Area:

Filing Information (Intake Planner)

Filing Date:	Filing No#:

Project Description (Applicant)

Existing Use:
Proposed Use:

IHI Design Selections (Applicant)

Home Design Selection (please check one)	Landscape Design Selection (please circle one)	
<input type="checkbox"/> 25-B	<input type="checkbox"/> A	<input type="checkbox"/> B
<input type="checkbox"/> 25-C	<input type="checkbox"/> A	<input type="checkbox"/> B
<input type="checkbox"/> 37.5-A	<input type="checkbox"/> A	<input type="checkbox"/> B
<input type="checkbox"/> 37.5-A1	<input type="checkbox"/> A	<input type="checkbox"/> B
<input type="checkbox"/> 37.5-C	<input type="checkbox"/> A	<input type="checkbox"/> B
<input type="checkbox"/> 50-A	<input type="checkbox"/> A	<input type="checkbox"/> B <input type="checkbox"/> C
<input type="checkbox"/> JC-1	<input type="checkbox"/> A	<input type="checkbox"/> B
<input type="checkbox"/> JC-2	<input type="checkbox"/> A	<input type="checkbox"/> B

Color and Materials Selection (please check only one)

Siding Type & Base Color:	Trim Color:	Roof Material & Color:

Neighborhood Council Information (Applicant)

All Infill Housing Program applicants are strongly encouraged to contact their neighborhood council prior to submitting an application to be reviewed or heard by the Zoning Administrator. A neighborhood council map is available upon request at the Planning Department counter. **Applications will not be considered complete until the information below is completed:**

Neighborhood Council:	Signature states that I have contacted the Richmond Neighborhood Coordinating Council indicated at left to notify them of this project:
Phone No:	
	X _____ Property Owner or Project Applicant
	Date: _____

Owner and Applicant Certification

A. Certification: I recognize that this application is subject to the California Environmental Quality Act (CEQA). The City in granting this application may attach any conditions necessary to insure that the proposal will not be injurious or detrimental to the welfare of property or persons residing or working in the neighborhood or in the city. I further certify that the information and exhibits submitted for this proposal are true and correct.

B. Property Owner: In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at the hearing on this application or during the appeal period.

Owner Name:	Signature:
Owner's Address:	
Phone No:	X _____ Property Owner
	Date: _____

C. Applicant: In signing this application, I, as applicant, represent to have obtained authorization of the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearing on this application or during the appeal period. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

Applicant: (Name, Title, Name of Firm)	Signature:
Applicant's Address:	
Phone No:	X _____ Project Applicant
	Date: _____

INFILL HOUSING INITIATIVE APPROVAL PROCESS

Applicant Submittal

Planning Department Submittals

- Applicant submits Land Use Application.
- One reduced set (11"X17") of construction documents of Sections A1, A2, and A3.
- Four 11" X 17" Site Plan Surveys with drainage and erosion plans stamped and signed by a Surveyor
- One 24" X 36" Site Plan Survey with drainage and erosion plan stamped and signed by Surveyor
- Photos of site, and adjacent properties on either side
- Color selections (roof, siding)
- Siding material selection
- Landscape plan selection
- For lots less than 50 ft. in width or where a lot of less than 5000 sq. ft. in total area, applicants must provide a Chain of Title or a letter from a title company stating said property has been recorded under separate ownership from all adjacent lots continually since January 31, 1949. Applicants that cannot demonstrate separate ownership will have to apply for a Substandard Lot Variance and complete a Variance Justification Statement, and pay additional \$500 variance application fee
- Applicants pay a \$350 Land Use Application Zoning Administrator processing fee & obtain receipt.
- Building Permit application filled out by applicant
- Electrical, plumbing, mechanical permit applications filled out by applicant.

Planning provides to Building

- Three Site Plan surveys
- One complete set of construction documents
- Building Permit application
- Electrical, plumbing, mechanical permit applications

Concurrent Processing

Planning Process

1. Staff reviews, zoning, site survey for set backs, colors, siding.
2. Zoning Administrator reviews and tentatively approves application
3. Staff notifies property owners within 300 feet and the Neighborhood Council of the development
4. 10 day appeal period begins
5. After appeal period the project is approved and staff stamps Construction Documents and Site Plans.
6. Pay for one complete set of construction documents that will be ordered and delivered to Planning staff.

Additional Applicants Tasks

After your project is approved:

1. Submit application to PGE and pay \$500 project deposit fee.
2. Submit application to EBMUD and pay fee.
3. Apply to Comcast Cable for service (optional).
4. Apply for telephone service to Pacific Bell (optional).

Building Process

1. Building department reviews drainage, structural, and assigns street address.
2. Fire Marshall reviews, approves, and stamps construction document and, applicant pays \$141.00 fee.
3. If new sewer laterals are required the applicant must obtain building permit from Richmond Public Works.
4. Applicants must have the trenching completed by PGE, EBMUD, or private licensed

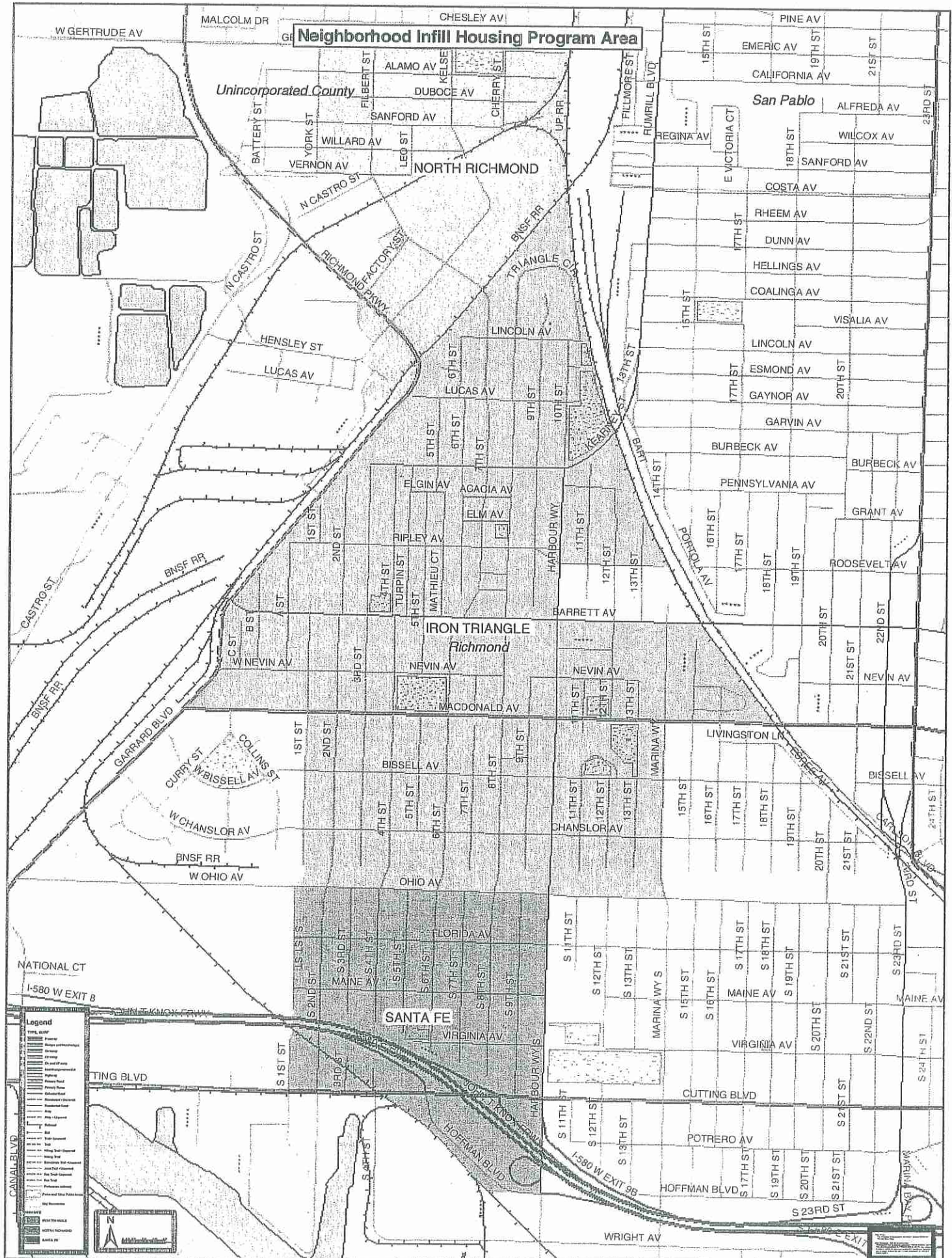
Prior to Building Permit Issuance

1. Applicant provides receipt for payment of West County Wastewater Sanitary District fees if required, and West Contra Costa Unified School District fees.
2. Applicant pays applicable Building permit fees Electrical, Mechanical, Plumbing, and Local Impact fees to obtain approved

Completed Process

Applicant Obtains:

- Stamped approved set of construction documents
- Stamped and approved Building Permits.



AGREEMENT REGARDING CONSTRUCTION

DOCUMENTS AND MATERIAL LIST

This Agreement Regarding Construction Documents and Material List (the "Agreement") is entered into as of this _____ day of _____, 2004, by and between the Housing & Community Development Division of the City of Richmond, a public body, corporate and politic (the "HCD"), and _____ (the "Owner/Developer"), with reference to the following facts:

RECITALS

The Owner/Developer is acquiring Construction Documents and Material List ("Documents") from HCD. The Documents include, but are not limited to architectural plans, specifications, structural calculations and T-24 energy calculations for a single family residence. The Documents have been approved for use within the City of Richmond ("City") by the Design Review Board, Planning and Building Departments of the City.

The Owner/Developer intends to use the Documents to construct a single family residence in the City.

The Owner/Developer acknowledges that such Documents are specific to a single family residence to be constructed in the City based upon the City's building codes, other pertinent regulations and design criteria and are not be intended or suitable for other locations and jurisdictions.

NOW, THEREFORE, in consideration of the foregoing, the mutual promises of the parties hereto and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree as follows:

1. Delivery of Documents to Owner/Developer. HCD hereby delivers to the Owner/Developer one complete set of Documents.
2. Ownership of Real Property. The Owner/Developer is the owner of a real property in the City. The Owner/Developer shall only use the Documents for such real property. Such real property is suitable and is zoned for residential use.
3. Consent. HCD gives its consent to the Owner/Developer to use all the Documents without HCD's further permission or consent for the construction of a single family residence, subject to the following conditions:
 - a. The Owner/Developer shall only use products and materials consistent with those set out in the Materials List provided in the Documents.
 - b. The Owner/Developer shall use appropriate and acceptable methods in constructing the single family residence.
 - c. The Owner/Developer shall obtain all necessary permits and approvals for the construction of the single family residence.

4. Modifications or Additions to the Single Family Residence. The Documents contain architectural plans for a single family residence, which plans are expandable to permit additions and modifications to the square footage of the residence. The Owner/Developer agrees that with respect to any modifications and/or additions to the single family residence he shall obtain the services of a licensed architect, approved by the HCD.

5. Indemnification. The Owner/Developer expressly agrees to fully and completely indemnify, defend, and hold harmless City of Richmond, its officers, employees, agents and representatives from and against any and all damages, injuries, claims, losses, liabilities, costs, and expenses (including attorneys' fees) arising from or in any way related the use by Owner/Developer of Documents whether unaltered or altered by Owner/Developer.

6. Disclaimer. HCD does not warrant the suitability, habitability or safety of the single family residence constructed by the Owner/Developer.

I have read and understand this Agreement. I further understand that this Agreement is legally binding, applies to the use of the Documents by me, and that by signing below, I am giving up any right to sue or collect money damages for any injury or property damage I may sustain resulting from the use of the Documents.

Dated: _____

Print Name: _____

Dated: _____

Print Name: _____

Housing and Community Development Division of
Redevelopment Agency of the City of Richmond, a public
body, corporate and politic

Dated: _____

By: _____

Its: _____

INFILL HOUSING INITIATIVE PARTICIPANT ACKNOWLEDGEMENT

Date _____

This program acknowledgement is provided to verify that _____ is a participant in the City of Richmond's Community & Economic Development Department Housing & Community Development Division Infill Housing Initiative. The participant is developing a single family home model number (see below) that will be located at _____ in Richmond.

Models

- ☐ 25B
- ☐ 25C
- ☐ 37.5A
- ☐ 37.5A-1
- ☐ 37.5C
- ☐ 37.5J-1
- ☐ 37.5J-2
- ☐ 50A

City of Richmond Staff

VARIANCE JUSTIFICATION STATEMENT

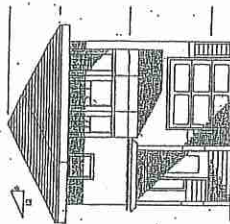
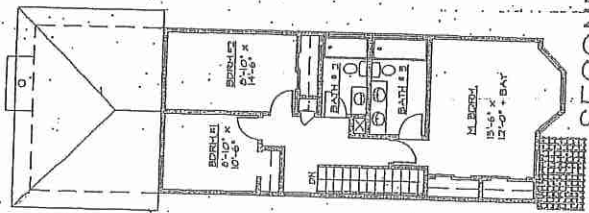
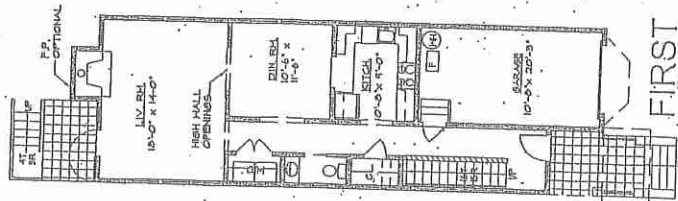
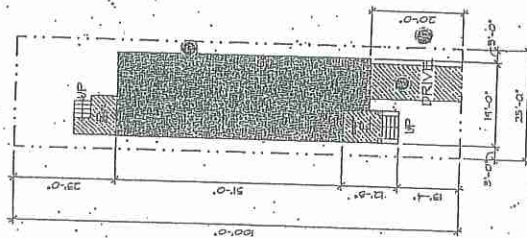
Please describe the special circumstances or conditions applicable to the subject property, including size, shape, topography, location or, strict application of the requirements of the provisions of the Zoning Ordinance that will deprive the subject property of privileges enjoyed by the property in the vicinity and zone in which the property is situated.

Please state why the variance will not be detrimental or injurious to property or improvements in the vicinity of the subject property, or the public health, safety or general welfare.

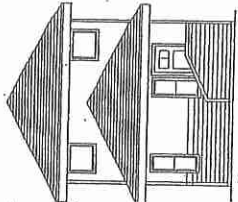
Please state how the variance is consistent with the purposes of the Zoning Ordinance and will not grant a special privilege that is inconsistent with limitations on other properties in the vicinity and in same zoning district.

Please state why you believe that the variance being requested will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.

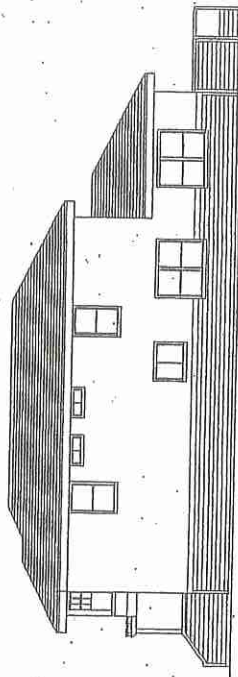
DRB supported Apr. 19



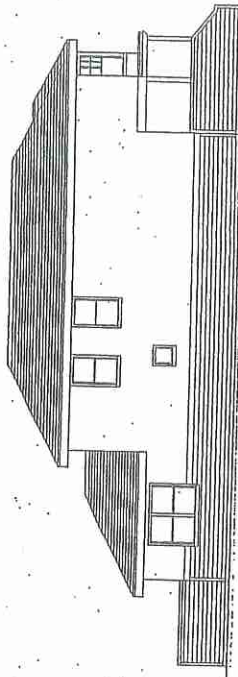
FRONT



REAR



RIGHT



LEFT

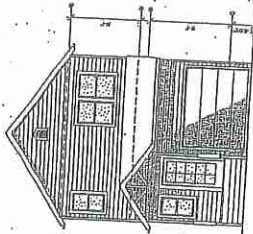
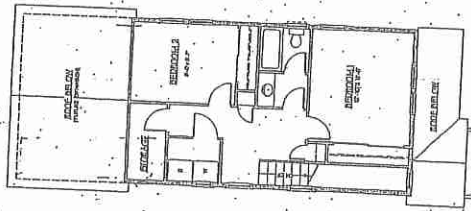
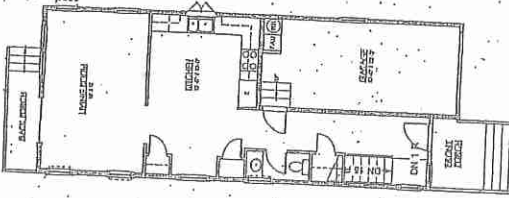
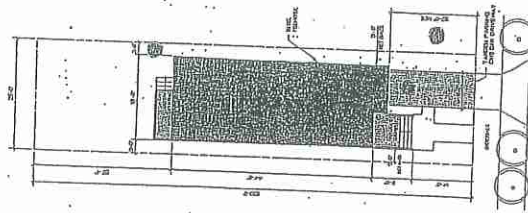
25B

1580/3BR/2-1/2BA

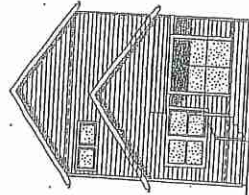
1 CAR ATTACHED GARAGE

BUILDING INFORMATION	
First Floor	7985SF
Second Floor	7825SF
Living Area	15805SF
Garage	2005SF
TOTAL	17805SF
Expandable by 2765SF at Second Floor	

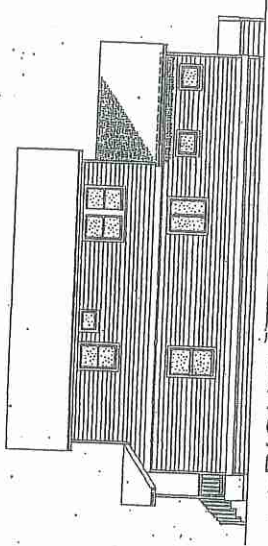
DXB supported April 9th



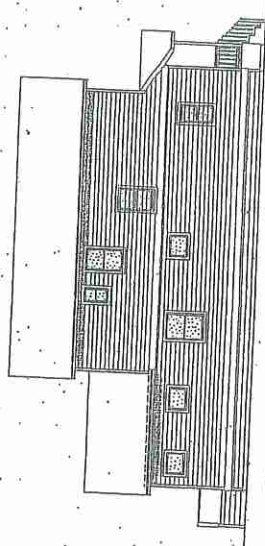
FRONT



REAR



RIGHT



LEFT

BUILDING INFORMATION

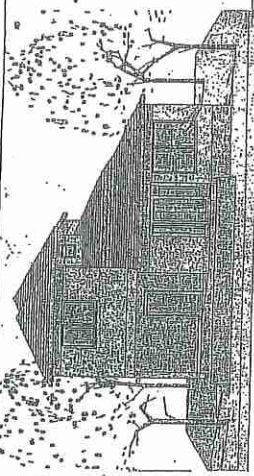
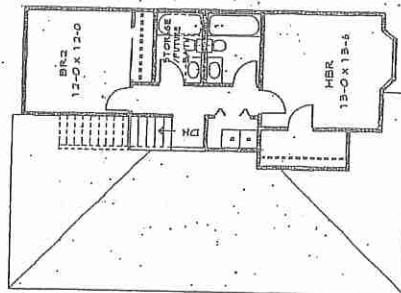
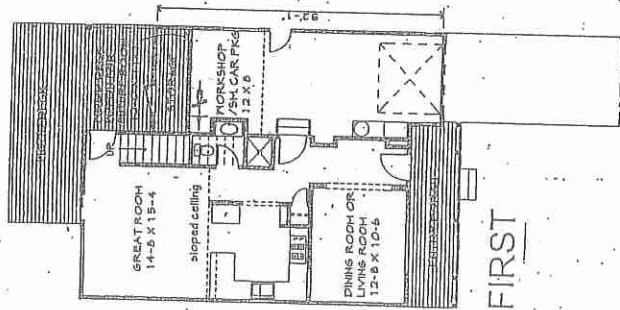
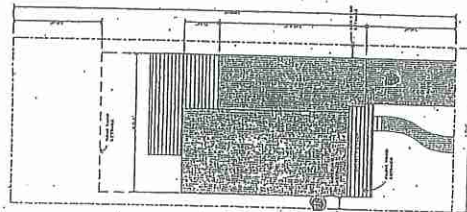
First Floor	648SF
Second Floor	121SF
Living Area	121SF
Garage	222SF
TOTAL	1484SF
Expandable by	221SF at Second Floor

25C

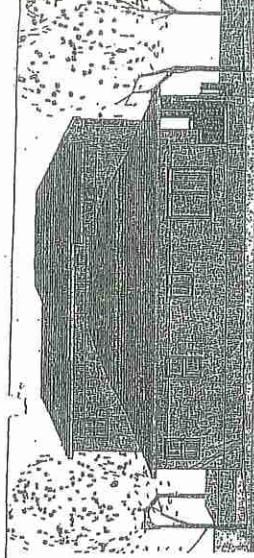
1262/2BR/1-1/2BA

1 CAR ATTACHED GARAGE

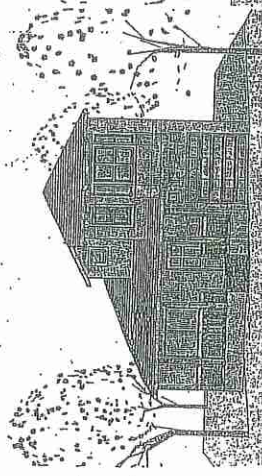
DRB Submitted April 7 9th



REAR



RIGHT



FIRST

SECOND

FRONT

LEFT

37.5A

1456/3BR/1-1/2BA

1 CAR ATTACHED GARAGE

BUILDING INFORMATION

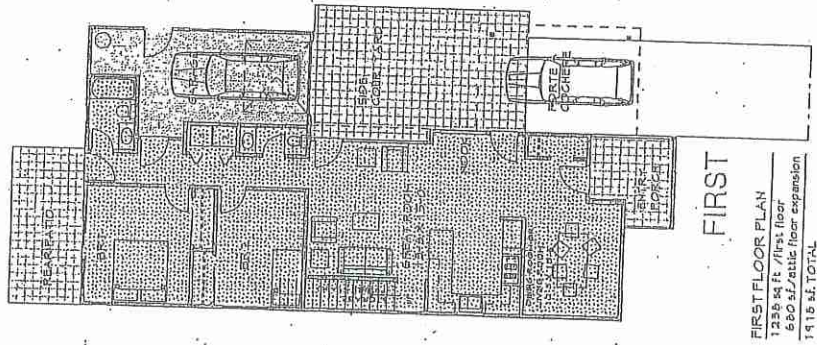
First Floor	711SF
Second Floor	810SF
Living Area	1311SF
Garage	338SF
TOTAL	1867SF
Expandable by 186SF at First Floor	

DRD Supported April 9th

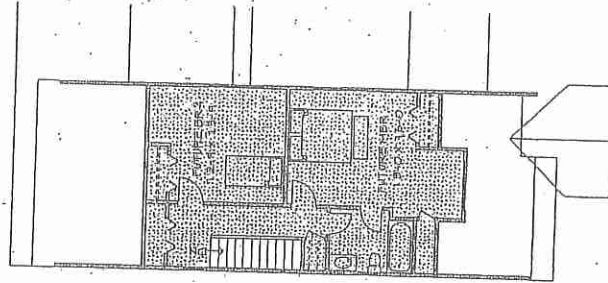


37.5 scheme A1
1238/2BR/1-1/2BA
2 CAR TANDM

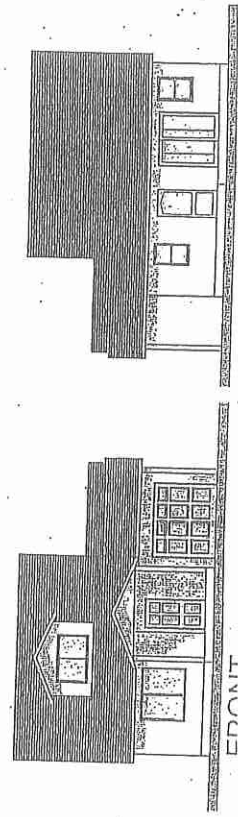
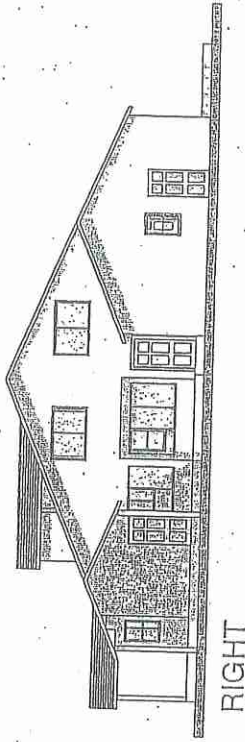
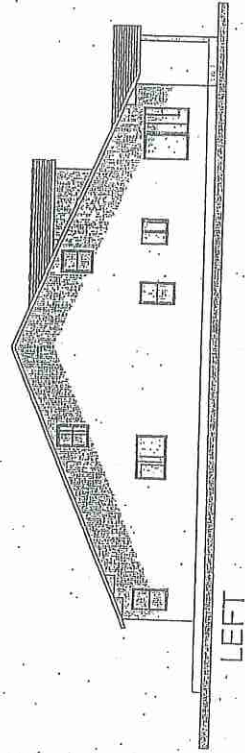
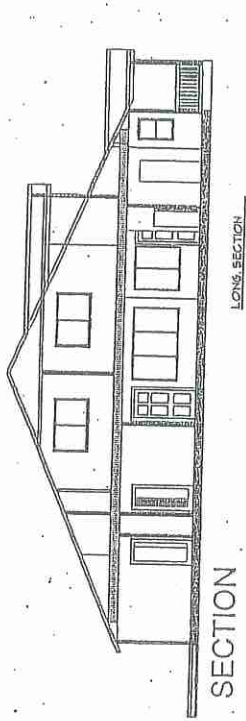
37.5 FT LOT
REDEVELOPMENT AGENCY IN-FILL HOUSING PROGRAM
CITY OF RICHMOND



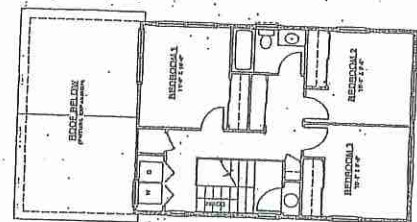
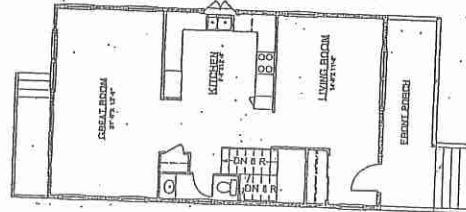
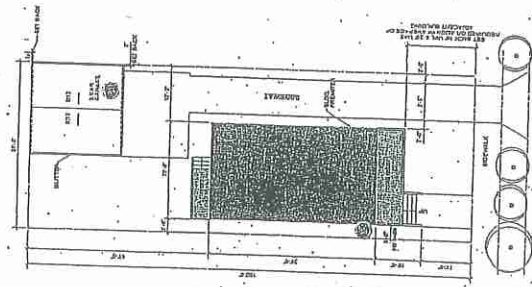
FIRST FLOOR PLAN
1238 sq ft / first floor
660 sq ft / attic floor expansion
1916 sq ft TOTAL



ATTIC FLOOR PLAN
(FUTURE EXPANSION)
660 sq ft

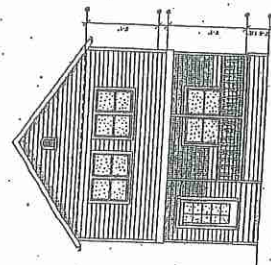


PRD supported April 9th

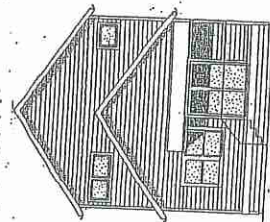


FIRST

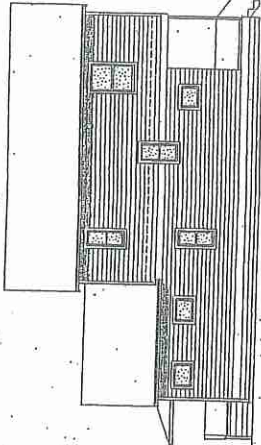
SECOND



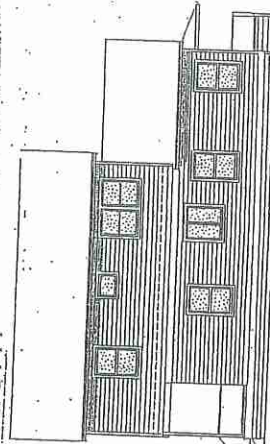
FRONT



REAR



RIGHT



LEFT

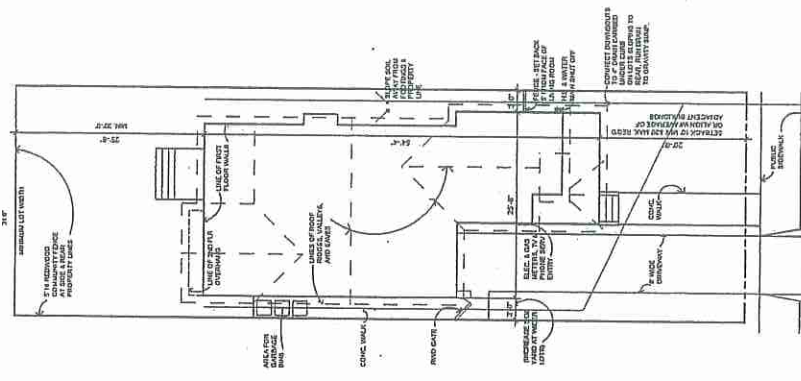
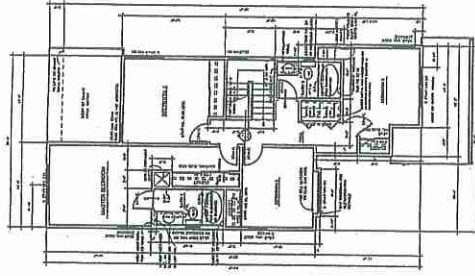
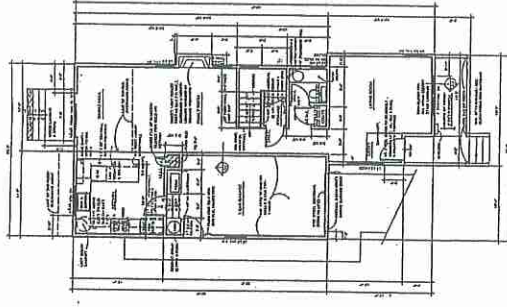
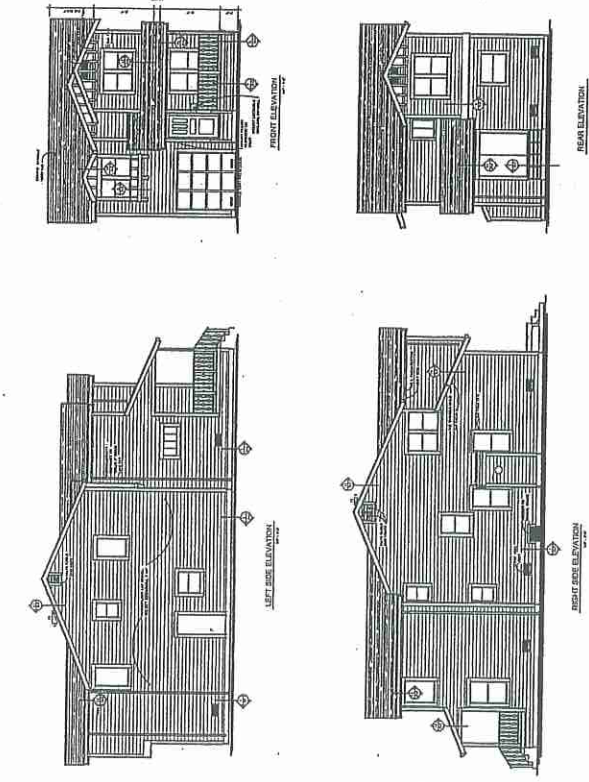
37.5C

1331/3BR/1-1/2BA

2 CAR DETACHED GARAGE

BUILDING INFORMATION

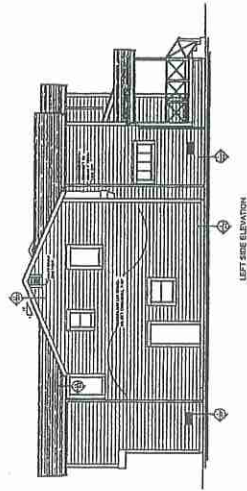
First Floor	836SF
Second Floor	670SF
Living Area	1466SF
Garage	400SF
TOTAL	1856SF
Expandable by	256SF at Second Floor



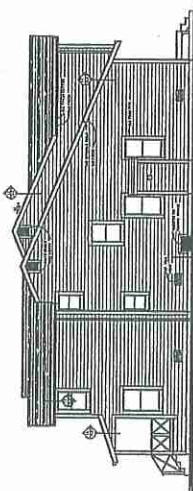
RICHMOND INFILL HOUSING PROJECT
MINIMUM 31'-8" WIDE LOT PLAN - 4 BEDROOM
RICHMOND, CALIFORNIA

NEW 4 BEDROOM HOUSE
PLOT PLAN, FLOOR PLANS, EXTERIOR ELEV.
SCALE: 1/16" = 1'-0"

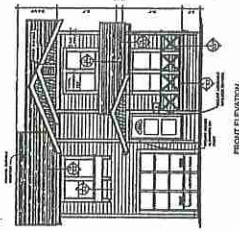
JEANNE M. CHIANG, ARCHITECT
499 EMBARCADERO, BLDG. 9-A
OAKLAND, CALIFORNIA 94606
PH: (510) 893-1212 FAX: (510) 893-4516



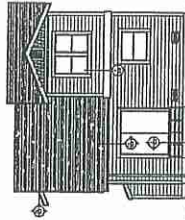
LEFT SIDE ELEVATION
1/16" = 1'-0"



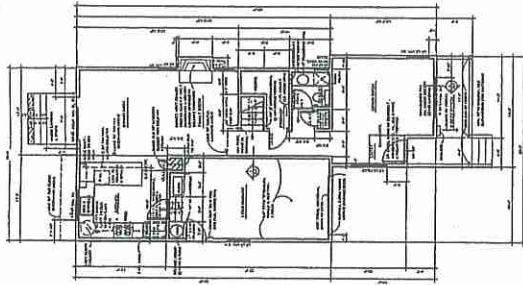
RIGHT SIDE ELEVATION
1/16" = 1'-0"



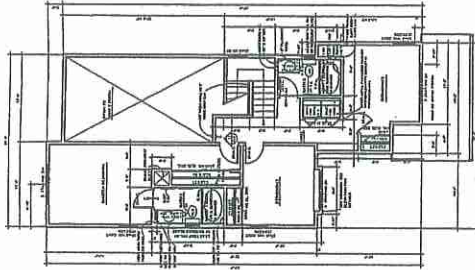
FRONT ELEVATION
1/16" = 1'-0"



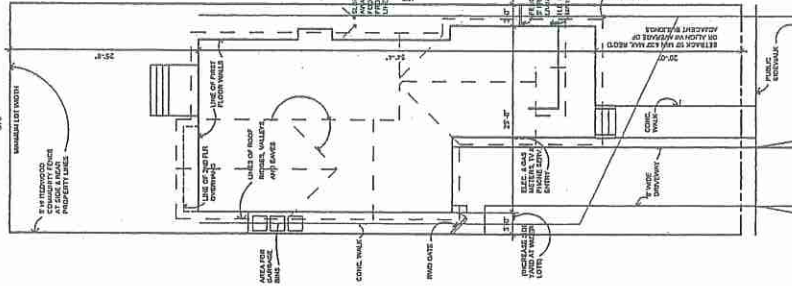
REAR ELEVATION
1/16" = 1'-0"



FIRST FLOOR PLAN
1/16" = 1'-0"



SECOND FLOOR PLAN
1/16" = 1'-0"



GENERIC PLOT PLAN
1/16" = 1'-0"

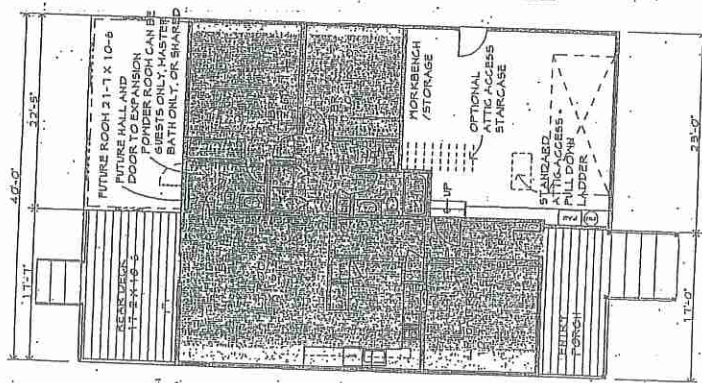
RICHMOND INFILL HOUSING PROJECT
MINIMUM 31'-8" WIDE LOT PLAN - 3 BEDROOM
RICHMOND, CALIFORNIA

NEW 3 BEDROOM HOUSE
PLOT PLAN, FLOOR PLANS, EXTERIOR ELEVATIONS
SCALE: 1/16" = 1'-0"

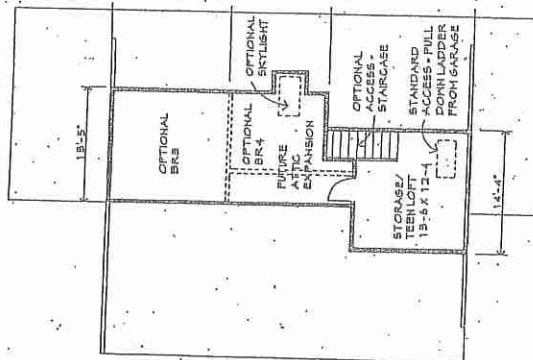
JEANNE M. CHIANG, ARCHITECT
499 EMBARCADERO, BLDG. 9-A
OAKLAND, CALIFORNIA 94606
PH: (510) 893-1212 FAX: (510) 893-4516

1298BR/1-1/2BA

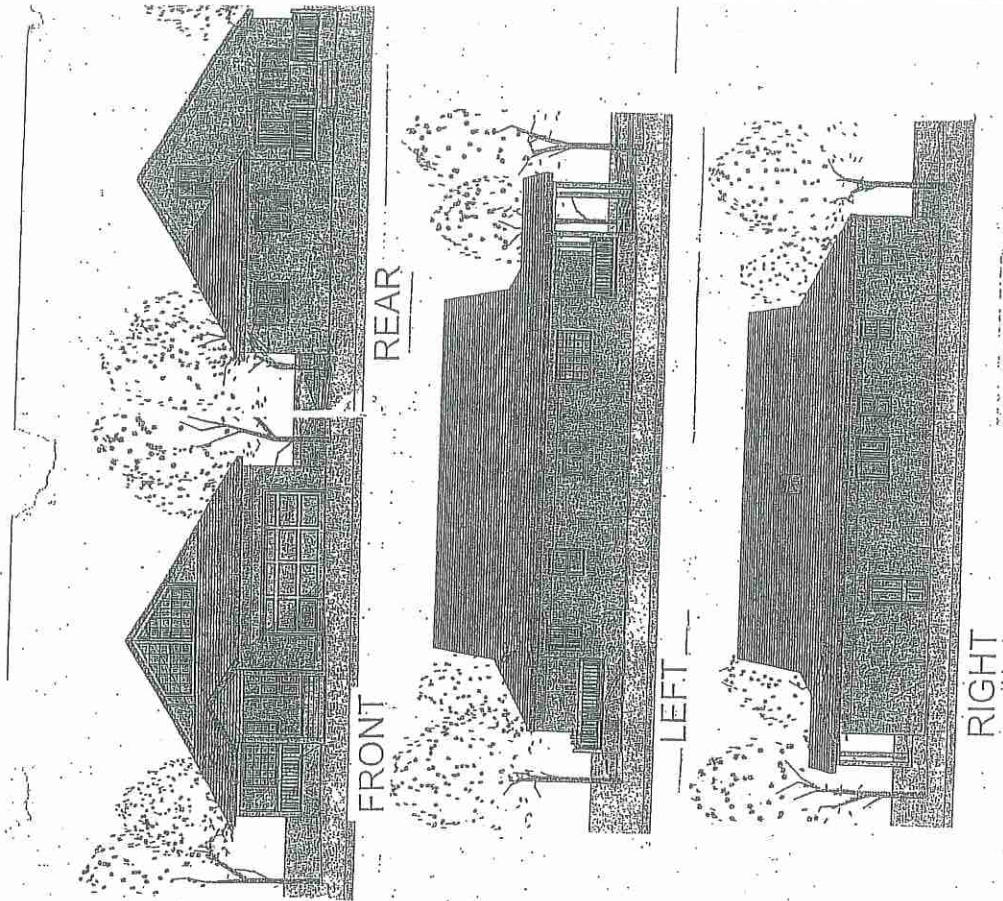
2 CAR ATTACHED GARAGE



FIRST



SECOND



BUILDING INFORMATION	
First Floor	1299SF
<u>Garage</u>	<u>529SF</u>
TOTAL	1827SF
Expandable by 774 SF at Second Floor	

KEY-PLANT SYMBOLS

	LOW SHRUBS
	MEDIUM SHRUB
	LARGE ACCENT PLANT
	MEDIUM ACCENT PLANTS
	GROUND COVER
	LAWN
	SMALL TREE
	STREET TREE

NO DATE REVISION

37.5' C Wide Lot Plan-Expandable
SHEET TITLE

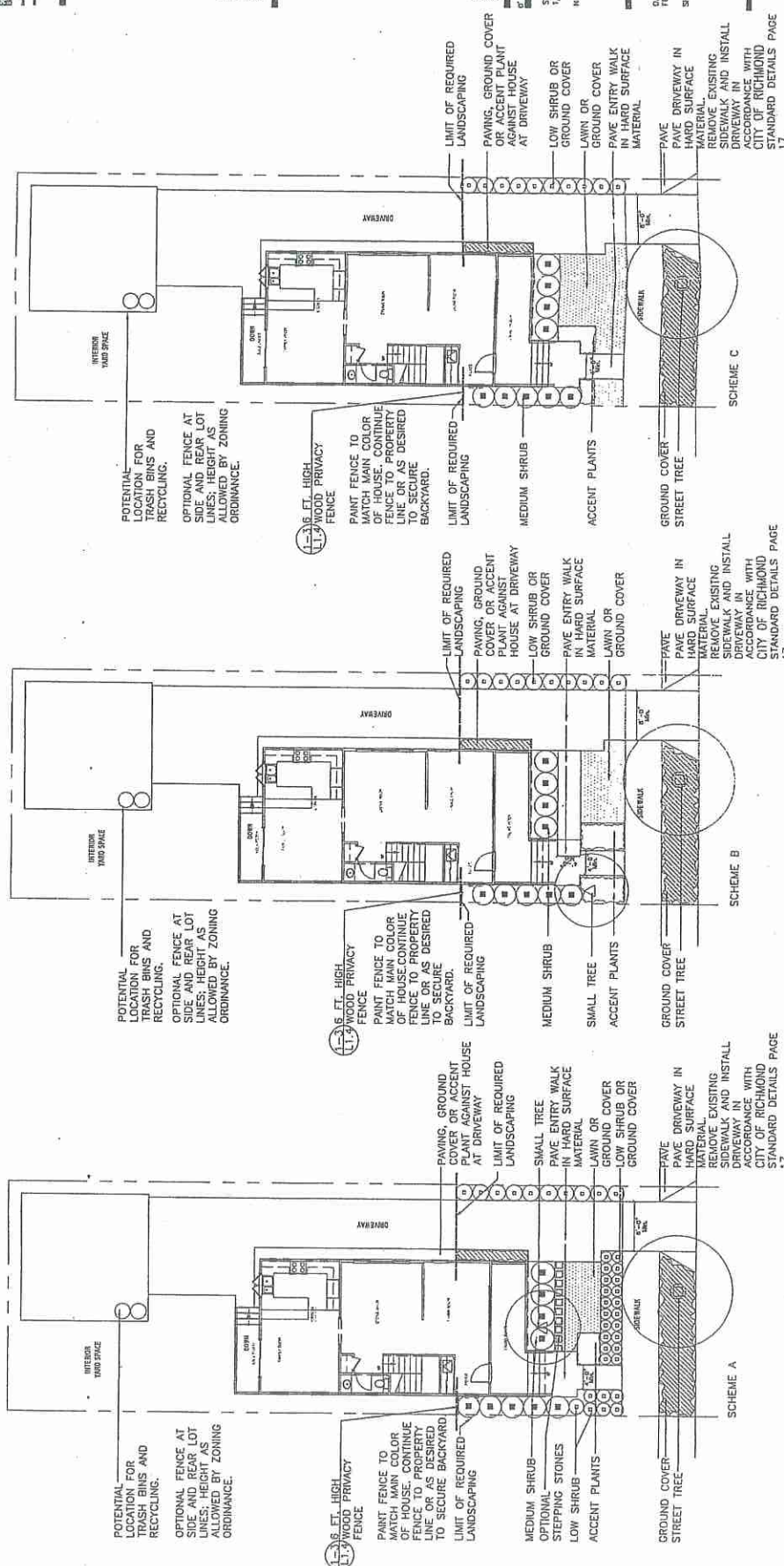
PROJECT
Community and Economic
Development Department
Richmond Development Agency
77.5' C Wide Lot Plan-Expandable
RICHMOND, CA

DATE
FEBRUARY 2004

SHEET

L-2

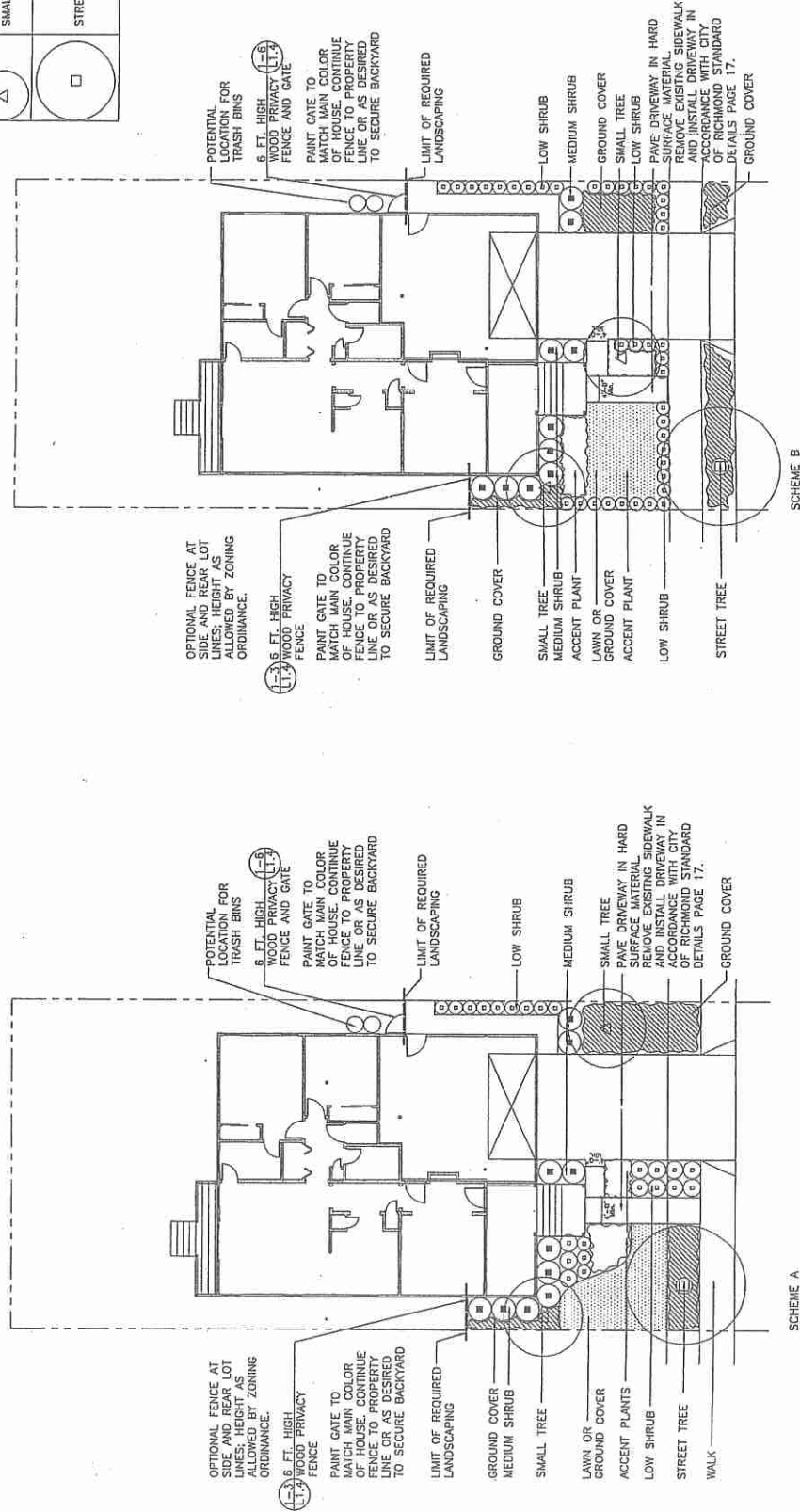
2 of 4



KEY-PLANT SYMBOLS

LOW SHRUBS	○ ○ ○ ○
MEDIUM SHRUB	○ ○ ○ ○
LARGE ACCENT PLANT	○ ○ ○ ○
MEDIUM ACCENT PLANTS	○ ○ ○ ○
GROUND COVER	■ ■ ■ ■
LAWN	□ □ □ □
SMALL TREE	△
STREET TREE	□

NO. DATE REVISION



SCHEME B

SCHEME A

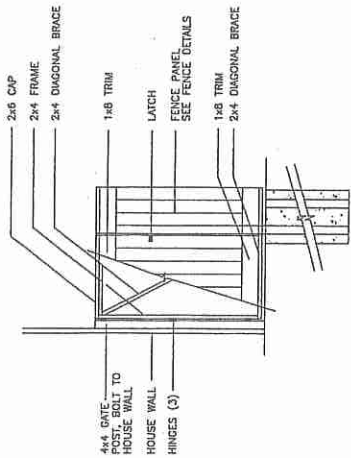
SHEET TITLE
LANDSCAPE PLAN
50' A Wide Lot Plan-Expandable

PROJECT
Community and Economic
Development Department
RICHMOND IN-FILL HOUSING PROJECT
50' A Wide Lot Plan-Expandable
Richmond, CA

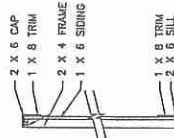
SCALE
1/8" = 1'-0"
NORTH

DATE
FEBRUARY 2004
SHEET

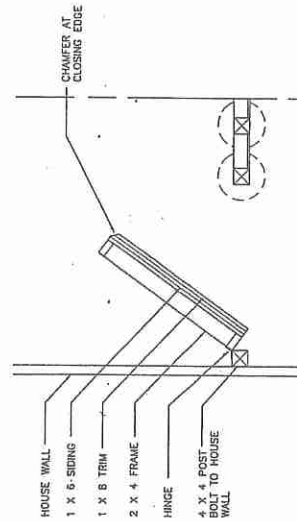
L-3
3 of 4



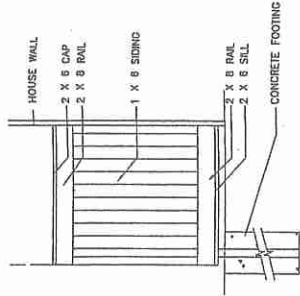
4. GATE ELEVATION AS SEEN FROM STREET
SCALE 1/2"=1'-0"



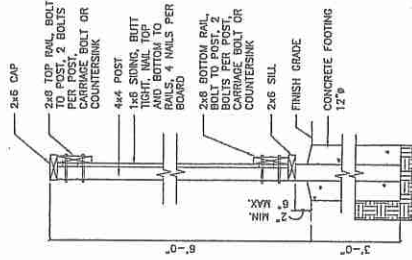
5. GATE SECTION
NOT TO SCALE



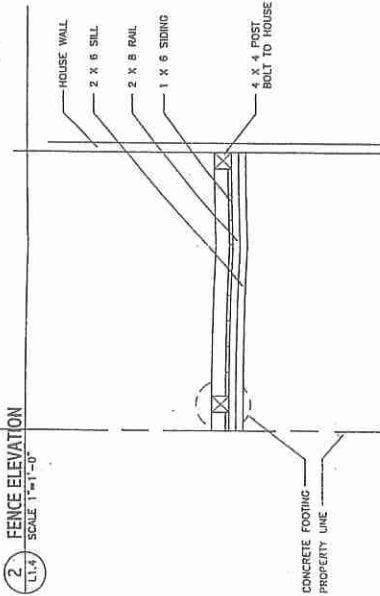
6. GATE PLAN
SCALE 1"=1'-0"



1. FENCE ELEVATION AS SEEN FROM STREET
SCALE 1/2"=1'-0"



2. FENCE ELEVATION
SCALE 1"=1'-0"

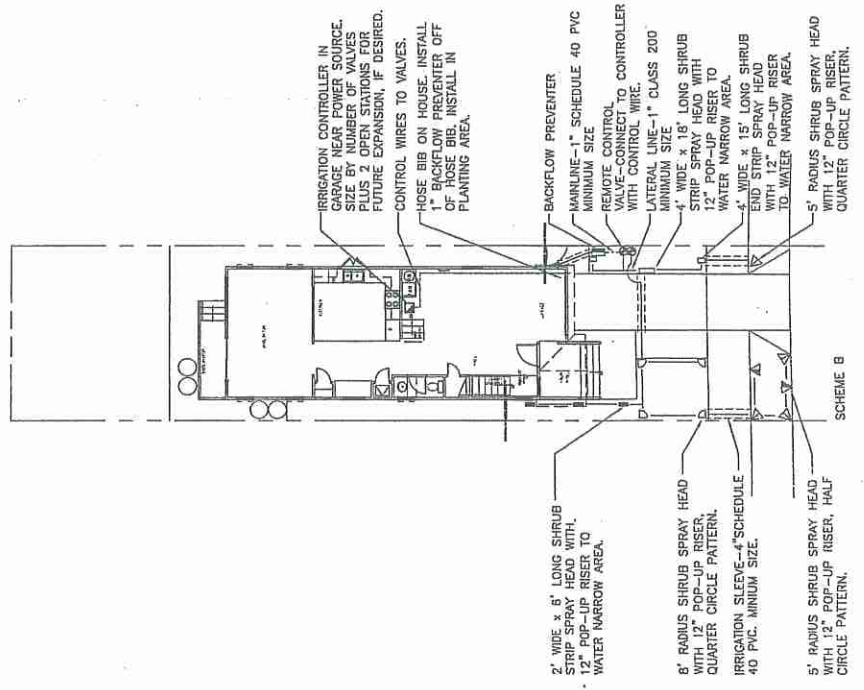
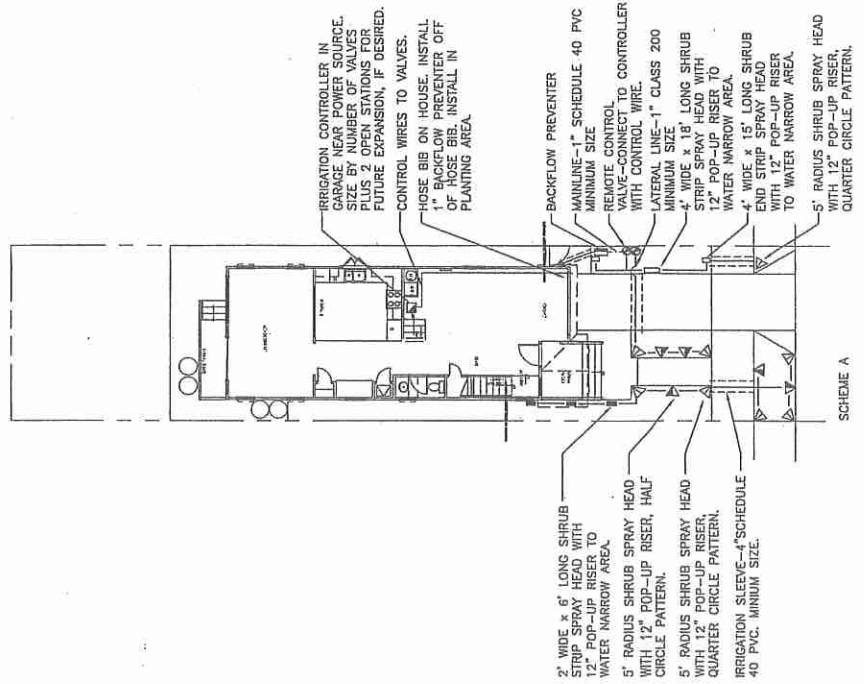


3. FENCE PLAN
SCALE 1"=1'-0"

NOTES:
ALL HARDWARE SHALL BE GALVANIZED.
WOOD SHALL BE S4S, EASE EDGES.
ALL POSTS SHALL BE PLUMB, ALL RAILS LEVEL.
FENCE AND GATE ELEVATIONS VISIBLE FROM STREET SHALL BE PAINTED TO MATCH MAIN
USE COLOR WITH ONE COAT OF PRIMER AND TWO COATS OF EXTERIOR ENAMEL.

IRRIGATION LEGEND:

- EXISTING HOSE BIB INSTALLED ON EXTERIOR OF HOUSE
- 1" REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER
- IRRIGATION CONTROLLER, INSTALL IN GARAGE
- FOR POWER SOURCE, SIZE BY NUMBER OF VALVES
- REMOTE CONTROL IRRIGATION VALVE
- MAIN LINE-SCHEDULE 40 PVC 1" MINIMUM SIZE
- LATERAL LINE-CLASS 200 1" MINIMUM SIZE
- LATERAL LINE-CLASS 200 1" MINIMUM SIZE
- 5' RADIUS SHRUB POP-UP HEAD, QUARTER, HALF CIRCLE SPRAY
- 2' STRIP SPRAY SHRUB POP-UP HEAD
- 4' STRIP SPRAY SHRUB POP-UP HEAD
- 4' END STRIP SPRAY SHRUB POP-UP HEAD



25' C Wide Lot Plan-Expandable

PROJECT
Community and Economic
Development Department
Richmond Development Agency
RICHMOND IN-FILL HOUSING PROJECT
25' C Wide Lot Plan-Expandable
Richmond, CA

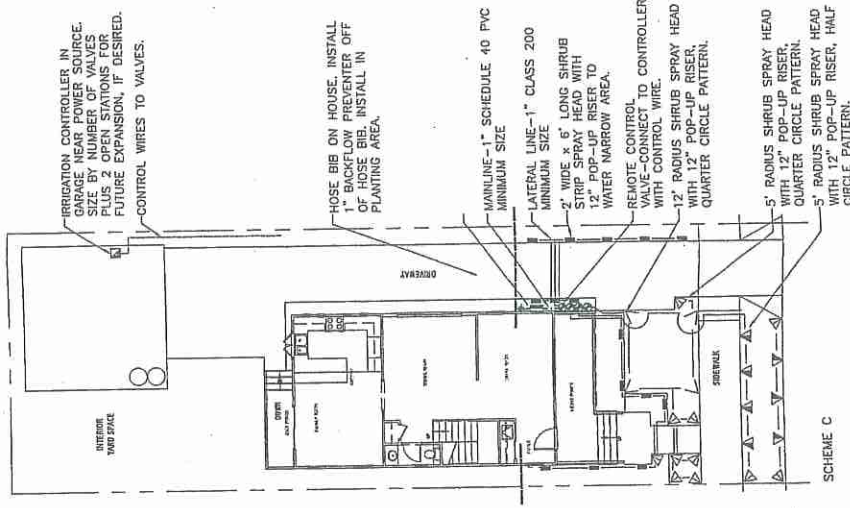
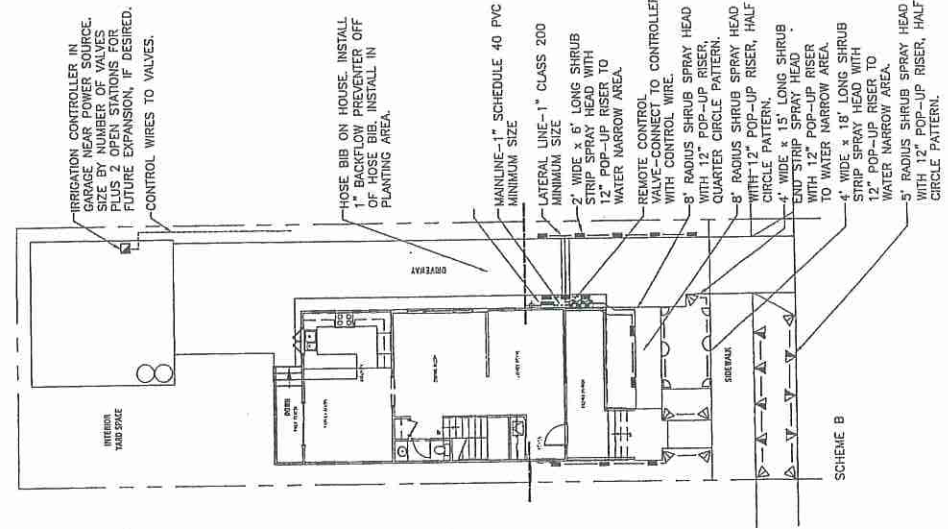
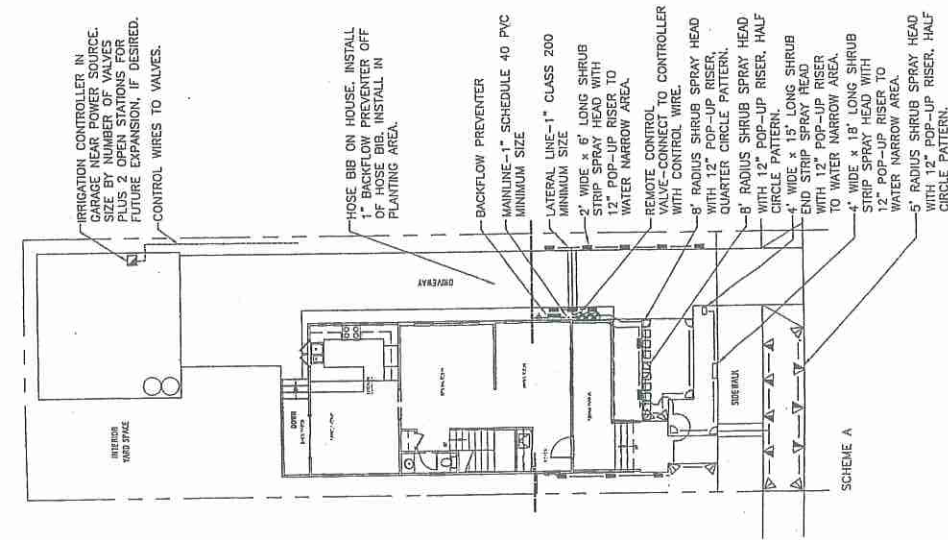
DATE
FEBRUARY 2004
SHEET
L-5
1 of 4

IRRIGATION LEGEND:

- EXISTING HOSE BIB INSTALLED ON EXTERIOR OF HOUSE
- 1" REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER
- IRRIGATION CONTROLLER. INSTALL IN GARAGE NEAR POWER SOURCE. SIZE BY NUMBER OF VALVES
- REMOTE CONTROL IRRIGATION VALVE
- MAIN LINE-SCHEDULE 40 PVC 1" MINIMUM SIZE
- LATERAL LINE-CLASS 200 1" MINIMUM SIZE
- LATERAL LINE-CLASS 200 1" MINIMUM SIZE

- 5' RADIUS SHRUB POP-UP HEAD, QUARTER, HALF CIRCLE SPRAY
- 6' RADIUS SHRUB POP-UP HEAD, QUARTER, HALF CIRCLE SPRAY
- 12' RADIUS SHRUB POP-UP HEAD, QUARTER, HALF CIRCLE SPRAY
- 2" STRIP SPRAY SHRUB POP-UP HEAD
- 4" STRIP SPRAY SHRUB POP-UP HEAD
- 4" END STRIP SPRAY SHRUB POP-UP HEAD

NO DATE REVISION



SHEET TITLE LANDSCAPE PLAN 37.5' C Wide Lot Plan-Expandable

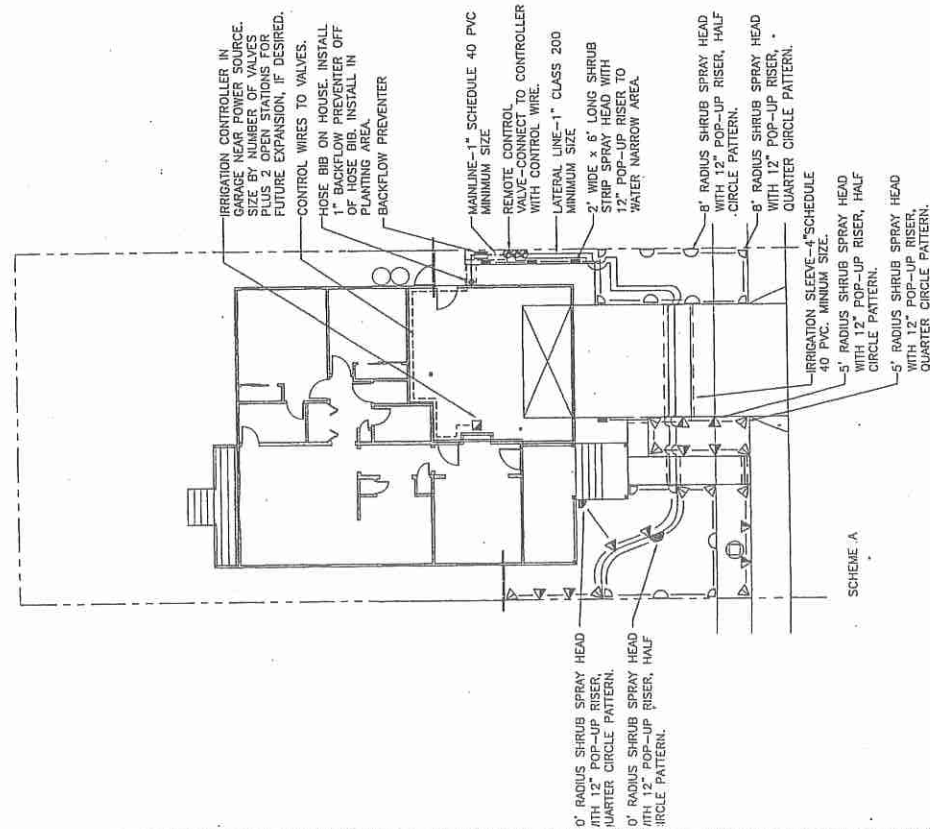
PROJECT Community and Economic Development Agency RICHMOND IN-FILL HOUSING PROJECT Richmond, CA 37.5' C Wide Lot Plan-Expandable

DATE FEBRUARY 2001 SHEET

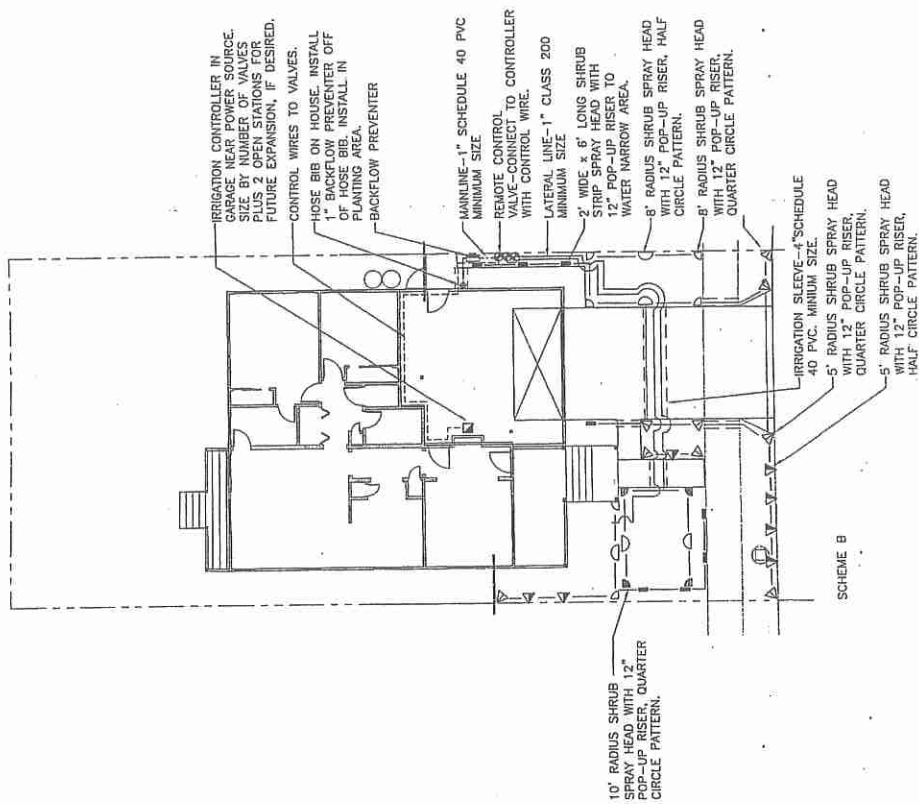
L-6 2 of 4

IRRIGATION LEGEND:

- EXISTING HOSE BIB INSTALLED ON EXTERIOR OF HOUSE
- 1" REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER
- IRRIGATION CONTROLLER, INSTALL IN GARAGE NEAR POWER SOURCE. SIZE BY NUMBER OF VALVES
- REMOTE CONTROL IRRIGATION VALVE
- MAIN LINE-SCHEDULE 40 PVC 1" MINIMUM SIZE
- LATERAL LINE-CLASS 200 1" MINIMUM SIZE
- LATERAL LINE-CLASS 200 1" MINIMUM SIZE



SCHEME A



SCHEME B

50' A Wide Lot Plan-Expandable

PROJECT
RICHMOND HILL HOUSING PROJECT
Community and Economic
Development Agency
50' A Wide Lot Plan-Expandable
Richmond, CA

SCALE
1/8" = 1'-0"
NORTH

DATE
FEBRUARY 2004
SHEET

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